

## BOARD OF SELECTMEN

### February 23, 2010 Minutes

The Board of Selectmen met on Tuesday, February 23, 2010 in the Town Hall Clark Room. Those present were Selectmen Timothy F. Hult, John D. Williams, Douglas A. G. Stevenson, and Peter Scavongelli. Town Administrator Timothy D. Goddard was also present.

The meeting was called to order at 7:00 p.m.

Mr. Hult reminded everyone about the Caucus, which is scheduled on Monday, March 1, 2010 at 7:00 p.m. in the Clark Room. He said He said this is the event where people are nominated for election to the Town Boards. Although most of the nominations come out of the Caucus, they can also come out of a gathering of signatures. Mr. Hult listed the Boards that had vacancies.

#### **Town Administrator Report**

In a follow-up to the Board's request inquiry to the CPA funds designated for the purpose of affordable housing, Mr. Goddard prepared a chart that defined the specific purposes authorized by Town Meeting. He said he was unable to find any that had explicitly referenced waiver of application fees. Mr. Goddard noted that there was \$48,000.00 available in the Affordable Housing Trust and those funds would seem to have the broadest possible application but would require a vote of the Trust to expend. The Board decided that a meeting of the Housing Trust would have to be scheduled in order to expedite this process.

Mr. Goddard said the League of Women Voters has suggested a possible change to the Town's policy regarding the placement of signs in the Rotary. Their suggestion was to eliminate placing signs in the center island, and allow the placing of up to three signs on the raised island areas on the approaches to the Rotary. He said the reasoning for this is that it would allow for more visibility for the signs and allow the opportunity to advertise more community events. Mr. Hult said the Historical Commission and the Traffic Safety Advisory Committee should be consulted on this matter.

Mr. Goddard said Chief Sullivan had a request from the Concord Community Chest for the Police Department to 'donate a ride to school' as an auction item for their fundraising efforts. On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was **VOTED 4-0** to approve the request of the Concord Community Chest for a donation of 'a ride to school' from the Police Department for their upcoming fundraiser and authorize Chief Sullivan to coordinate this with the appropriate parties.

Mr. Goddard included in tonight's packet the proposed Bicycle Route Marking policy, which the Board had approved in principle on January 12, 2010. The copy tonight reflects the changes the Board requested. After a brief discussion over latex paint the following motion for approval was made. On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was **VOTED 4-0** to approve the policy on Bicycle Route Marking dated January 12, 2010 and as amended.

#### **Appointments**

Present for this appointment to the Zoning Board of Appeals was Lisa Davis Lewis, who spoke briefly about her experience in housing and development. On a motion made by Mr. Williams and seconded by Mr.

Stevenson it was **VOTED 4-0** to appoint Lisa Davis Lewis as an associate member to Zoning Board of Appeals for a three year term [that will expire June 30, 2012].

Mr. Goddard said the Clark family has kindly donated a proclamation that was issued to Mr. Guy Clark, in 1967. He said that since this was the Clark Room perhaps the Board would consider displaying it here. Mr. Stevenson read the proclamation that was written in the hanging, proclaiming gratitude to Guy Clark who served as Town Moderator for 16 years. On a motion made by Mr. Stevenson and seconded by Mr. Williams it was **VOTED 4-0** to accept with gratitude the gift of Guy W. Clark's moderator's proclamation and place it in the Clark Room in perpetuity.

### **Consideration of MSBA Project Scope & Budget**

#### **Agreement for Carlisle School Project**

Mr. Goddard presented the proposed Project Scope Agreement for the Carlisle School Project. He said it sets out the relationship between the Town and MSBA. Mr. Goddard said this agreement is also commitment from MSBA to reimburse up to 40% of approved eligible costs up to a maximum amount of \$6,988,637. Mr. Goddard spoke briefly about the exhibits in the agreement. Mr. Hult pointed out that this is the maximum amount of money we will be reimbursed. Mr. Stevenson said this not only establishes the grant amount but also the scope of the project. He said we cannot change any significant pieces of the scope and expect MSBA to reimburse them. Mr. Williams said he was happy with the process, though he wished the reimbursement was greater.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to enter into a Project and Scope Agreement with the Massachusetts School Building Authority (MSBA) for the Carlisle School project for a Total Facilities Grant equal to forty (40%) of eligible, approved project costs up to a maximum grant amount of \$6,988,637, and to authorize the Chairman to execute this agreement on behalf of the Board of Selectmen.

#### **Review of April 5<sup>th</sup> Special Town Meeting /Election Warrant**

Mr. Goddard presented a draft of the Warrant for the Special Town Meeting for April 5, 2010. He said the Town needs to vote a two thirds (2/3) vote at Town Meeting and a majority vote at the ballot. Mr. Stevenson said the Board needs a 2/3 vote of the Board of Selectmen to place this Article on the Warrant.

On a motion made by Mr. Williams and seconded by Mr. Stevenson it was **VOTED 4-0** to place Article 1, Capital Expenditure - Carlisle Public Schools Renovation/Addition, (debt exclusion article) on the Warrant for the Special Town Meeting, April 5, 2010 and the Ballot - Question 1 related to Debt Exclusion Question onto the Town Election of April 13, 2010.

On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was **VOTED 4-0** to close the Warrant for the April 5, 2010 Special Town Meeting and April 13, 2010 Special Election and that the Warrant be posted and the appropriate notice be sent to all Town residents consistent with the requirements of Article 2, of the General By-laws. (Warrant attached hereto)

#### **Consideration of Addendum to Police Chief's Contract**

Mr. Hult said at the specific request of the Police Chief, the Board reviewed his contract, in light of the changes that were affected by the State, and evaluated his salary. In comparison to surrounding Towns, Chief Sullivan's salary was noted to be significantly lower than those towns nearby. Mr. Hult said the Board has negotiated a change to his Agreement. This change will bring his salary to \$111,341.00. The Board reviewed and discussed the amendment to the Chief's contract. On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to approve the Addendum to the Labor Contract between the Town of Carlisle and Chief John R. Sullivan dated January 5, 2009.

#### **Discussion re: Housing Coordinator Position**

Mr. Goddard said Alan Lehotsky was present to discuss a proposal to fund a Housing Coordinator's position through CPA funds that are dedicated to Community Housing. He said he has discussed with Alan the

number of hours per week for this position. Mr. Goddard said the Housing Authority feels that the coordinator needs more than 21 hours, and that 28 hours would be sufficient. He said they further discussed funding a two-year position at 28 hours per week at a cost of \$100,000.

On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was **VOTED 4-0** to amend the application to the Community Preservation Committee to fund the position of the housing coordinator in the amount not to exceed \$50,000.00 per year for the next two years and to co-sponsor the application with the Housing Authority.

### **Community Preservation Act Discussion**

Finance Director Larry Barton was present to provide information on options available for the CPA. He said to retire the outstanding Benfield debt over the next three years the Town is obligated for a debt service payment \$196,000 in FY2011 \$204,000 in FY2012, and \$155,000 in FY2013. Larry gave some rough estimates of what the Town's revenues would be, if the State matched the Town's contributions at 29% in 2011. Larry presented the Community Preservation in two perspectives; first at maintaining the 2% surcharge for three years and secondly by reducing it to 1% in 2012, then eliminating in 2013. He provided figures as they would appear in the various accounts if the Town would continue at the 2% surcharge for the next three years.

Larry said if the CPA was lowered to 1% in 2012 and eliminated 2013; the Town would still have to meet its debt obligations. He said in 2011 there would be approximately \$428,000.00 in fund balances; in 2012 there \$480,000.00, which would cover the final debt obligations.

In reply to Mr. Stevenson, Larry said 29% is a reasonable amount to assume for the State's match for this upcoming year and he did not see that percentage coming down. Mr. Stevenson also asked what the 2% surcharge is to the average household tax bill. Larry said that amount is about \$190.

Mr. Hult asked the Board if this decision relative to the CPA should be re-visited and should it be on the Warrant as a question for the Town to decide on. Mr. Williams and Mr. Stevenson agreed that it should be on the Warrant. Mr. Scavongelli said the Town should have the opportunity to decide on this issue again.

David Freedman said he was speaking as a citizen, and by placing it on the warrant the Selectmen are basically saying that they think the community should look at this again, instead of the community saying they want to look at this again.

Alan Carpenito said it is important at this time to offer long standing citizens the opportunity to decide. We have to look at any savings that we can offer the citizens. He said this is an opportunity to offer them a place to cut back in some areas because we know we are going to be expending in other areas. Alan said we have done a lot of good projects with the CPA, but at the time it was implemented we were not in the economic phase that we are in now.

Jay Luby of Woodbine Road said he wanted to endorse what David Freedman said. He asked where Carlisle would be if we did not have this program over the last nine years. Jay added that if we were to reduce it or do away with it, the chances to reinstate it would be very high. Jay looked at this as a savings account for things to do.

Mr. Hult said he would like to bring this matter back at another meeting for further discussion. It was noted that the Warrant closes on March 15<sup>th</sup>.

### **Regionalization Committee Discussion**

Mr. Hult said he prepared a document relative to the purpose, composition and timeframe for the Regionalization Committee. He said the purpose for this special committee is to consider the potential for regionalizing certain Town departments that are currently operating as stand-alone independent functions in Carlisle. He said the goal is to determine if it makes sense, both economically and operationally, to combine these departments with similar departments in another Town or Towns, leveraging management, infrastructure and expertise. In regard to a Charter, Mr. Hult said the special committee would determine the viability of regionalizing all or significant parts of the Recreation and Health Departments. He said these determinations would consider the following issues: a) economics, that is the cost of providing the services; b) breadth of services, regarding the nature and array of services that might be provided; c) quality of services,

including the potential benefits of local control; d) ability of the Town to influence quality and consistency of service; e) quality of the services in the potential partner Town or Towns; and f) services that might not be able to be continue, if any. Mr. Hult said the special committee would identify potential partner towns and work with them to fashion a proposal that might be acceptable to both Towns, including development of a potential agreement. He said if the committee determined that such a proposal for each of the functions was worthwhile, the proposal would be presented to both the Board of Selectmen and the Carlisle Board responsible for the function, that is, the Board of Health or Recreation Commission. He said both entities would need to approve the proposal before it would move forward. If the committee determined that regionalization was not viable for either of the functions, the reasons for that determination would be reported to the Board of Selectmen and the appropriate Board.

In regard to a timeframe, Mr. Hult said the special committee would complete its assessment and present any proposals for regionalization no later than September 30, 2010. This seven member committee would include one Selectman, the Town Administrator, the Finance Director, one member from the Recreation Commission, a member from the Board of Health and a citizen at large.

The Board will consider adopting the Charter at the next meeting.

### **Liaison Reports**

Mr. Scavongelli spoke about the Highland Stabilization Committee. He said they have identified the scope of the project and created a timeline. He said the Architects attended their most recent meeting to discuss and compare notes and narrow down a timeframe. Mr. Scavongelli said they are having another meeting with the Architects next Thursday.

Mr. Williams said the Housing Production Plan Committee last week Thursday and they are making fairly good progress. They will meet again in March.

Mr. Hult spoke about the Community Preservation Committee. He said we have already discussed the four projects. In regard to the FinTeam, there was a discussion on local receipts, which are down a little, due to the motor vehicle excise tax. He said it was noted that it was a timing issue. He said permitting, however is up. Mr. Hult said the Tax Collector said he is moving closer to a tax title on six properties in town.

In regard to the Finance Committee, they have had there last set of hearings and everything still seems to be on track. It was however brought up that the Fire Chief would like to purchase a Fire vehicle this year. Chief Flannery was due to come later in this meeting to discuss that issue.

Mr. Stevenson said he has been busy with Teacher Contract negotiations and Police negotiations. At this time he had nothing to report.

It was noted that a representative from the Minuteman Regional Technical School would be present at the March 9<sup>th</sup> meeting to discuss their Warrant Article.

The Energy Task Force will also be present at the March 9<sup>th</sup> meeting to discuss the Stretch Code and any Energy related Articles.

### **Cemetery Deeds**

The Board of Selectmen, in their role as Cemetery Commissioners, made the following deed transfer.

On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was **VOTED 4-0** to transfer to Robert Coughlin of Carlisle, Massachusetts, Deed 643 Cemetery Lot D285, Graves 1 through 6 in the Town of Carlisle, Green Cemetery.

### **Minutes**

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was **VOTED 4-0** to approve the Minutes to the Board of Selectmen meeting of February 9, 2010.

There was a brief discussion over the meeting schedule in April. Mr. Williams suggested that since the Board could not meet on April 13<sup>th</sup> because it is an Election Day, perhaps the business for that meeting could be combined with the discussion held at the meeting before the Special Town Meeting on April 5, 2010.

At 9:07 p.m. a motion was made by Mr. Stevenson to adjourn the meeting. The motion was seconded by Mr. Williams and it was **VOTED 4-0**.

Respectfully submitted by Margaret M. deMare